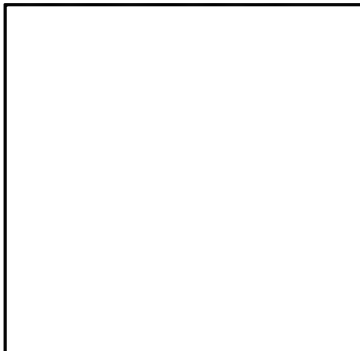MEMORANDUM FOR : Director, OIA

THROUGH : Deputy Director, OIA
Chairperson, OIA MAG

SUBJECT : 26 May Director's Luncheon

The following OIA personnel are planning to attend the 26 May Director's Luncheon:

STAT

TSD	(MAG Member)
TSS	(MAG Member)
LFD	
TSD	
ERD	(Attended Previous Luncheon)
ERD	
MSD	(Attended Previous Luncheon)
MSD	
MSD	
MSD	

As can be seen from the composition of this group, the bulk of those attending are recent arrivals in OIA. Two persons have been to previous luncheons, and, the remaining two are current MAG representatives who have never attended a Director's Luncheon.

Attached to this memorandum is a list of questions or proposed topics for discussion.
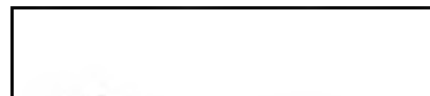
STAT

Luncheon Coordinator
TSD MAG Representative

R. 1 Are there any plans to renovate, improve, or upgrade the remaining areas in OIA after the "New Area" is occupied?

R. 2 What can be done to insure that the air conditioning/heating system functions properly?

N 3 What is the status of the Agency's study of two grade vs one grade promotions?

N 4 Why are OIA analysts still required to fill out time sheets?

J/L 5 What are the training goals of OIA with regard to an analyst's career development? Is there a standard OIA program or is training a function of the various branches?

J/L 6 What is the OIA policy toward continuing education (advanced degrees, etc)? Is financial help available? Does OIA encourage such studies? Where can information and/or assistance be obtained?

N 7 What is the current policy on rotational assignments to other offices in the Agency? How many positions are available? Are these positions on some type of cycle? How are people selected for rotational assignments?

N 8 What is the reasoning behind recent shifts of personnel between branches and divisions within OIA?

START
R. 9 What methods exist to educate headquarters analysts as to how [   ] targeting can be obtained? Have they received any training in requesting target coverage? Are they aware of how collection requirements are handled? Should OIA personnel be responsible for requesting target coverage to answer headquarters requirements? STAT

START
M. 10 What plans are being made by OIA to handle [   ] material [   ] More time will be required to handle and assimilate the increased volume. What are the current views as to how this should be done? STAT

J/L 11 What is the current status of the present secretarial/clerical setup. When will present assignments become permanent?

J/L 12 What are the options available to secretaries for advancement? Who should be seen for councilling information? What training is available? Will OIA continue to rely on "on the job" training or should some sort of introductory training program for secretaries be established?

B 13 Why are certain proceedures and formats followed(i.e. memo formats, handling of certain materials, etc.)? Does OIA operate by a particular manual? Are there training sessions for these proceedures?

N14 Is OIA an "Office" or are we still a "Service"? *yes -- to both*

N15 What is OIA's official position on self-generated research or projects? Is it encouraged or discouraged?

N16 What progress has been made toward upgrading the grade structure within OIA? Will we ever be comparable with other offices within NFAC or the Agency?

M.17 Almost all working areas have been equipped with new CRTs. Most of these do nothing more than collect dust or take up needed space. Only a select number of OIA personnel know how to operate these terminals. When will the masses be trained to operate these new CRTs?

STAT

Question 1 - [   ]

Renovations - The renovations are in three "phases" - Phase I is the
new area - followed by the LFD and MSD move; Phase II involves renova-
tion of the area presently occupied by MSD which will be vacated by the
first move - the next move will complete LFD's occupation of the new
area and move Prod Group into the Phase II renovated area; Phase III
involves renovations and some minor relocations for ERD, TSD, and MSD.

We are trying some new style furniture in the "new area" - if it
is well received and proves acceptable then we will look into a "phased"
replacement of our existing furniture. The new area results in some
additional space throughout OIA - but this will be reduced as we add
people in FY-79 and FY-80 so that by 81 we will be back to about our
current space per person.

STAT

Question 2 - [   ]

Air Conditioning - Leave it alone--we are our own worst enemies. These
systems have been out of balance since 1971 and we usually defeat GSA's
infrequent attempts to balance it. Another try at making it work
efficiently is included in the renovations now underway.

Question 9 - Mike

All Offices within NFAC have designated Photo Liaison Officers. [   ] STAT
[   ] is ours. These Officers are responsible for coordinating all
photo collection efforts within their Offices and work closely with
analysts in collection requests. All collection requests from the
divisions must be approved and signed off on by the deputy division
chief before being given to Mike. OIA should be responsible for pro-
viding any assistance or guidance requested by other Offices.

STAT

Question 10 - Mike

The Tech Staff, Exec. Officer and Info Control have met yesterday
(Thursday) with Division and Branch management concerning the initial
handling of film within Info Control and subsequent storage of a file
copy. There are no major changes planned at this time for initial
processing; however, more time will be needed by Info Control to log
and sort the film. Division and Branch management should determine the
most efficient handling procedures within their areas.

Questions - Joe/Linda

5.(a) We have Personnel Development Profiles (includes training) issued in handbook form by the DDI Management Staff in January 1976. Each employee old and new has received a copy of the sheets concerning their grade.

(b) It is the responsibility of the division training officer (Dep/D. Chief) and the employee to plan a training program based on the personnel development profile.

Question 6 - Joe/Linda

6.(a) OIA policy toward continuing education is very positive if the education is very positive if the education is job related. Federal Regulations prohibit sponsorship for training for the soul purpose of obtaining a degree.

(b) we encourage continuing education subject to availability of funds and if it is job related.

(c) Information can be obtained from your division training officer and your admin training officer. OTR is available for counseling regarding acceptable schools and recommended courses.

Question 11 - Joe/Linda

11. As you know, when [   ] STAT
assignment and [   ] it was necessary for us to STAT
fill these two vacant positions on an emergency basis. In attempting to do this it was necessary to make several temporary clerical assignments. We would hope that with the return of [   ] STAT
[   ] with the addition of our newest secretarial members, we will then be able to settle on the permanent assignment of our secretarial staff.

Question 12 - Joe/Linda

12.(a) Within OIA

Lower graded clericals have the opportunity, vacancies available, to advance up to a GS-07.

(b) AOP candidates for our position as well as others offered in NFAC under the program.

(c) Agency-wide vacancy notice system.

(b) Division Chief
Personnel Officer
Career Development Officer [   ] STAT

*Mr. Firth, you may wish to comment on the panel OIA must establish per the NFAC notice forthcoming.

(c) Training Available

Refer to the Personnel Development Profile. Same applies as question 5(b).

(d) We feel that it is best that we continue to rely on

    (1) "on the job training"
    (2) various courses offered by OTR
    (3) CSC courses
    (4) IBM MAG Schooling

Question 13 - Becky

In hard-copy cover publication we follow NFAC guidelines and formats. These guidelines were set forth in a series of memos, beginning in March 1977, many of which dealt strictly with the mechanics of publishing intelligence reports (cover, style, type size, report categories, directions for placement of control numbers, etc.) and therefore were not disseminated office-wide. Basic imagery interpretation reports have their own set of guidelines promulgated by COMIREX. These guidelines are in the process of being revised, but the Chief/PG has a copy of the current BIIR guidelines. Again, mostly mechanics.

For matters of style, OIA adheres to the DDI style guide published in August 1977 (also being revised). Each branch and division office had a copy of this guide, as do the editors.

As for imagery analysis memorandums, their format evolved over a period of time. It is designed to fulfill the need for a slightly less formal report than hard-copy publications but more comprehensive and more broadly disseminated than interoffice memos.

Branch chiefs normally apprise new employees of report procedures, though no formal training mechanism exists. Chief/PG or editors is available to answer further questions.

Question 17 - Mike

NPIC is still approximately 2 years behind schedule in bringing the NPIC Data System (NDS) to full operational status. OIA was forced to purchase and later install the new terminals due to lack of storage space within OIA and the Building. Few people have been trained (two in each division) to operate the terminals because few uses now exist which are relevant to OIA. It is still primarily an input [ ] STAT and output (cables) system. The capability to ask intelligent questions does not yet exist online. This summer NPIC will develop an online prediction system for OIA. When this is completed, all OIA analysts will be trained in utilization.